

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Asst. Admin., Comm. & Planning Services	CLASSIFICATION CODE: 02502200
	SALARY RANGE: (135) \$67568-\$76523	REFERENCE POSITION NO.: 3340-50208-tbd
	Department or Agency Name Children, Youth & Families	APPLICATION PERIOD: 12/04/2012 to 12/26/2012
	Division/Section/Unit Policy Office	GRACE PERIOD ENDS
	Assignment(s) / Comments	
	Shift and Days: 8:30-4:00 Monday-Friday	Job Location: Providence Office
	Restrictions/Limitations: Limited to Federal Funds 10/1/2016	Supervisor: Susan Bowler
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>X</u>
	Name of Bargaining Unit Union: non-union	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE BIDDER: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	<div style="text-align: center;"> Posting Extended applicants need not re-apply previous </div>	
Statement of Duties	DUTIES / RESPONSIBILITIES: To assist in the administration of planning and policy functions; to be responsible for program planning and policy development; to supervise and coordinate the work of a staff engaged in writing and developing various financial, medical and social service plans and programs; and to do related work as required. Special Requirement: Each applicant must submit with their application materials for at least two funded federal grants, which he/she wrote with a detailed description of his/her role in developing and writing the grants. In addition, each applicant must identify and provide references that can describe his/her writing experience and success rate in the past 4-year period. Preference will be given to applicants with demonstrated successful experience in writing and acquiring funding from the US Substance Abuse and Mental Health Services Administration (SAMSHA), the US Administration for Children and Families (ACF) and the Health Resources and Services Administrations (HRSA).	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: Education: Possession of a Master's Degree from an accredited institution of higher learning in the field of Social Work, Public Administration, Business Administration or a closely related field; and Experience: Considerable employment in a responsible administrative position involving the development of programs, policies and procedures for social programs. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: Nancy Nixon OHHS Human Resources Service Center 55 Howard Avenue 2nd floor Benjamin Rush Building Cranston, RI 02920	
	Faxed or e-mailed applications will not be accepted TTY/TDD # 711 (Telecommunication Device for the Deaf)	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**